



ST. JOHN'S WALHAM GREEN CE PRIMARY SCHOOL

"Love one another"

LOCK DOWN PROCEDURE

Lock down procedures are required when it is safer to keep staff and pupils indoors rather than invoke evacuation processes. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud etc.)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose

Alert to staff:

Staff will be alerted to the activation of a school lock down through the school telephone communication. The phone message "Full Lock Down" will signify an immediate threat to the school and start the immediate action.

Lock Down Immediate action:

- All pupils return to classrooms and should remain there
- Teachers are to immediately take the register and email /call the office confirming registration of class
- Staff should notify the office immediately of any pupils not accounted for via email or mobile phone
- Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others.
 - Pupils that remain outside the school building will be evacuated to the primary evacuation site by the accompanying adult

- Staff should encourage the pupils to keep calm
- External doors are to be locked. Classroom doors are to be blocked
- During the lockdown, staff will keep agreed lines of communication open
- As appropriate, the school office will establish communication with the Emergency Services and notify the Local Authority
- Pupils will not be released to parents during a lockdown
- Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services
- If it is necessary to evacuate the building, the fire alarm will be sounded

Communication between parents and the school:

- Parents will be told that during a school lock down situation the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out.
- Parents will be notified as soon as it is practicable to do so via text messaging. Any incident or development will be communicated to parents as soon as is possible.
- Parents should be given enough information about what will happen so that they:
 - Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
 - Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers
 - Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger
 - Wait for the school to contact them about when it is safe for you to come get their children, and where this will be from

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown.

Emergency Services will support the decision of the Head teacher with regarding the timing of communication to parents.